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Bulletin Number	30285BR
Type of Recruitment	Open Competitive Job Opportunity
Department	Human Resources Countywide Exams
Position Title	CORONER INVESTIGATOR TRAINEE
Exam Number	266
Filing Type	Open Continuous
Filing Start Date	01/21/2014
Filing End Date	01/23/2014
Filing End Time	5:00 pm PST
Salary Type	Monthly
Salary Minimum	4208.46
Salary Maximum	5519.73
Position/Program Information	<p>FILING WILL BE SUSPENDED ON THURSDAY, JANUARY 23, 2014, AT 5 P.M. (PST). THE EXAM WILL REOPEN AS THE NEEDS OF THE SERVICE REQUIRE.</p> <p>Participates in a basic specialized coroner's investigator training program in accordance with the California Commission on Peace Officer and Standards Training (P.O.S.T.) and Departmental guidelines and policies.</p>
Essential Job Functions	<p>Receives instruction and on the job training to plan and conduct investigations into the circumstances of death to determine the jurisdiction of the Department of Coroner; examines the body of the decedent and the surroundings at the death scene to perform required test of air, water and body temperature, rigor mortis, and degree of rigor mortis; takes custody of any money, valuables or miscellaneous items or documents; arranges for or makes the removal of bodies; recognizes, collects and preserves physical evidence; notifies and coordinates evidence handling and collection with departmental criminalist or criminalist of outside agencies; interviews witnesses, friends, and relatives to obtain information about the decedent and circumstances of death and related matters; receives initial notice of death to determine Coroner's jurisdiction and notifies and exchanges information with other public agencies when necessary; writes reports of investigations which include all pertinent data and evidence relevant to the circumstances of death; enters data into computerized records system; provides information regarding State laws and codes, County ordinances, and Departmental policy and procedures in response to inquiries from various parties; provides appropriate courtroom testimony; properly processes bodies and associated records; enters death certificate information pursuant to State Registrar of Vital Statistics requirements; and drives and operates County body transport vehicles, as required.</p>
Requirements	<p>MINIMUM REQUIREMENTS:</p> <p>OPTION I: Two years' field investigative experience* with a law enforcement or governmental regulatory agency.</p> <p>OPTION II: A Bachelor's degree** from an accredited*** college with specialization in administration of justice, health/physical sciences or nursing.</p> <p>OPTION III: An Associate of Arts degree from an accredited*** college with specialization in administration of justice and one year's field investigative experience* with a law enforcement or governmental regulatory agency.</p> <p>OPTION IV: A current California certificate to practice as a Paramedic** and three years experience working in paramedic services with no more than a one year lapse in service before applying for the Investigator Trainee,</p>

Coroner position.

OPTION V: A current California license as a Registered Nurse** or a certificate to practice as a Physician's Assistant** issued by the California Board of Medical Quality Assurance and three years experience working in trauma/emergency services or forensic nursing.

All applicants must successfully complete all required training and meet all of the standards established by the California Commission on Peace Officers Standards and Training (P.O.S.T.) prior to completion of the probationary period of one year.

*Field investigative experience must have included duties such as interviewing suspects, informants and witnesses, following leads, searching for physical or documentary evidence of clues, using evidence to substantiate findings or conclusions, examining records to detect links in a chain of evidence of information, reconstructing events and preparing reports of investigative findings and courtroom/deposition testimony.

Physical Class

Physical Class IV – Arduous: Involves frequent heavy lifting over 25 pounds, often combined with bending, twisting, or working on irregular surfaces; and occasionally requires extraordinary physical activity.

**License(s)
Required**

A valid California Class "C" Driver License is required to perform job-related essential functions.

Successful applicants for this position will be required to obtain a copy of his/her driving record from the California State Department of Motor Vehicles before being appointed. A copy of your driving record must be presented at the time of your appointment. License must not be suspended, restricted, or revoked. AN APPLICANT WHOSE DRIVING RECORD SHOWS FOUR OR MORE MOVING VIOLATIONS WITHIN THE LAST TWO YEARS WILL NOT BE APPOINTED.

**Special
Requirement
Information**

**In order to receive credit for any type of college degree, such as an Associate, Bachelor, or Master's degree, or for a certificate to practice as a Paramedic, or Physician's Assistant, or a license as a Registered Nurse, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the areas of specialization; or official certificates or license with your application, or during the examination process.

**Accreditation
Information**

Accreditation: ***Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc.

**Examination
Content**

This examination will consist of three (3) parts:

PART I: A qualifying Job Specific Questionnaire (JSQ). The JSQ is available online only and applicants will be prompted to complete it immediately after submitting an application.

Applicants must complete the JSQ at the time of filing their application to acknowledge the nature of the job duties and the applicant's willingness to perform those duties.

Applicants who pass the JSQ and meet the minimum requirements will be eligible to proceed to Part 2 of the examination process. Applicants who fail the JSQ will be notified by mail.

PART II: A paper-and-pencil written test weighted 35% that consists of both

broad-based and job knowledge testing sections. The written test will consist of two (2) sections.

Section 1: A Broad-Based Employment Skills Test (B-BEST), which consists of written expression, reading comprehension, and data analysis and decision-making.

Section 2: A job knowledge component for this classification which consists of interviewing and information gathering techniques and knowledge of medical terminology and concepts.

NOTE: Candidates that have taken the identical written test(s) for other exams within the last twelve (12) months will have their written test scores for the identical test part(s) automatically transferred to this examination.

This examination contains test parts that may be used in the future for new examinations. Your scores will be transferred to the new examination and you may not be allowed to retake any identical test parts for at least a year.

Only those candidates who pass the written test will be eligible to proceed to the Structured Interview (Part III). Written scores cannot be given over the phone.

WRITTEN TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

PART III: A structured interview weighted 65%. The structured interview will assess analytical and decision-making ability, organizational skills, interpersonal/oral communication, work skills, and adaptability and dependability.

PLEASE NOTE: NOTIFICATIONS (e.g. Notice of Written Test Admittance Letter, Notice of Non-Acceptance, Exam Results Notice, etc.) WILL BE SENT VIA U.S. MAIL.

Candidates must achieve a passing score of 70% or higher on each weighted part of the examination in order to be placed on the eligible register.

**Special
Information**

Appointees may be required to work any shift including evenings, nights, weekends, and holidays.

Candidates selected for appointment will be extended an offer of employment that is conditional upon the results of their medical examination which will include a psychological evaluation.

JOB LOCATION:

This position is located at the Department of Coroner - 1104 N Mission Rd, Los Angeles, CA 90033.

TEST PREPARATION:

An interactive, Online Test Preparation System for taking practice tests and printable information may be accessed on the Department of Human Resources Job Resources website at:

<http://hr.lacounty.gov>

Please click on "Job Info Center." In the section "Some helpful links," click on "Employment Test Preparation."

While these practice materials will help in preparing for the test, we advise

Vacancy Information	<p>you to review ALL related materials that you deem necessary.</p>
Eligibility Information	<p>The resulting eligible register for this examination will be used to fill vacancies in the Los Angeles County Department of Coroner.</p> <p>Applications will be processed on an "as-received" basis and those earning a passing score will be promulgated to the eligible register accordingly.</p> <p>The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group and will remain on the register for a period of 12 months following the date of promulgation.</p>
Application and Filing Information	<p>No person may compete in this examination more than once every twelve (12) months.</p> <p>APPLICATIONS AND JOB SPECIFIC QUESTIONNAIRES (JSQ) MUST BE COMPLETED ONLINE ONLY. APPLICATIONS AND JSQ'S SUBMITTED BY U.S. MAIL, FAX OR IN PERSON WILL NOT BE ACCEPTED.</p> <p><u>INSTRUCTIONS FOR FILING ONLINE:</u> Apply online by clicking the tab that reads "Apply to Job". You can also track the status of your application using this system. We must receive your application and completed Job Specific Questionnaire by 5:00 pm, PST, on the last day of filing.</p> <p>This exam will reopen as the needs of the service require.</p> <p>All information is subject to verification. We may reject your application at any time during the examination and hiring process, including after appointment has been made.</p>
County of Los Angeles Information	<p>Fill out your application completely. The acceptance of your application depends on whether you have clearly shown that you meet the minimum requirements. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed, and salary earned. If your application is incomplete it will be rejected.</p> <p>View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:</p> <p><u>COUNTY OF LOS ANGELES BULLETIN INFORMATION</u></p> <p>OR</p> <p>Visit http://hr.lacounty.gov to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.</p> <p><u>Equal Employment Opportunity:</u> It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.</p> <p><u>Los Angeles County Child Support Compliance Program:</u> In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly</p>

reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator at the number below.

Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number below.

The County will attempt to meet reasonable accommodation requests whenever possible.

Department Contact Name	Regina Lowery
Department Contact Phone	213-738-2084
Department Contact Email	rlowery@hr.lacounty.gov
ADA Coordinator Phone	213-738-2057
California Relay Services Phone	800-735-2922
Job Field	Public Safety/Law Enforcement/Probation
Job Type	All Others
Job Specific Questions	Click to view Job Specific Questions

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